



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval  
for Retirement  
Under 5 USC § 8336(c) and § 8412(d)

☒ Approved under the Civil Service Retirement System, 5 USC § 8336(c)

☒ Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this Standard PD and must use the Standard PD Number

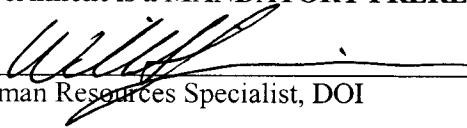
Classification Title: Supervisory Range/Forestry Technician (Fire)

Organization Title: Interagency Hotshot Crew Superintendent

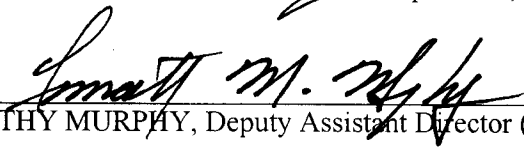
Standard Position Number: DOI116 Series and Grade: GS-0455/0462-09

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

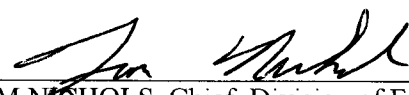
The incumbent serves as the Superintendent of an Interagency Hotshot Crew (IHC). The primary responsibility of the incumbent is the leadership of an effective fire management an all-risk resource. An IHC is composed of a minimum of 18 agency personnel with a mission of wildland fire suppression. The IHCs are highly skilled component of the national wildland fire management program. Secondary assignments include assisting the Fire Management Officer (FMO) in the planning, development, and implementation of a complex fire management program. **This is an administrative position in an organization having a firefighting mission, and is clearly in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.**

  
ALAN SIZEMORE, Human Resources Specialist, DOI

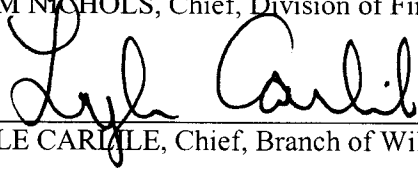
05-28-2010  
Date

  
TIMOTHY MURPHY, Deputy Assistant Director (NIFC)

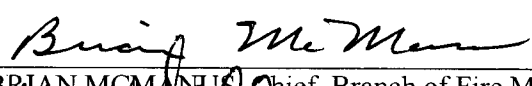
6-3-10  
Date

  
TOM NICHOLS, Chief, Division of Fire and Aviation, NPS

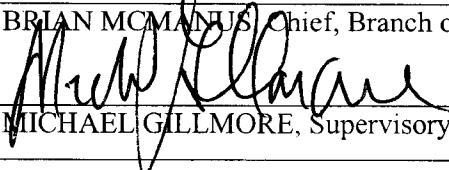
6/2/10  
Date

  
LYLE CARLILE, Chief, Branch of Wildland Fire Management, BIA

6/4/10  
Date

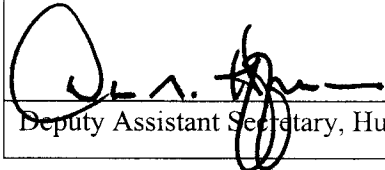
  
BRIAN MCMANUS, Chief, Branch of Fire Management, FWS

6/3/2010  
Date

  
MICHAEL GILLMORE, Supervisory Program Analyst, DOI

6/7/10  
Date

**APPROVAL:** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date**. Approval is by DOI Secretary's Designee:

  
Deputy Assistant Secretary, Human Capital and Diversity

6/8/10  
Date

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

DOI116

2. Reason for Submission

☒ Redescription  
☐ Reestablishment

☐ New  
☐ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

replaces DOI016

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive  
☐ Excepted (Specify in Remarks)  
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☒ Supervisory  
☐ Managerial  
☐ Neither

12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical  
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Supervisory Range/Forestry Technician (Fire)

GS

0455/0462

09

5/18/10

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

Interagency Hotshot Crew Superintendent

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

BIA BLM FWS NPS

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

GS-0455, GS-0462, Aid and Technical Work in the Biological Sciences Series, GS-0400 TS-111 (12/91)

Typed Name and Title of Official Taking Action

LINDA F. ERWIN, DOI HR

HR Specialist

Signature

Date

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

Department of the Interior, FLERT Specialist

b. Supervisor

This PD has been approved as follows under 5 USC 8336(a) and 8412(d)

c. Classifier

X Firefighter Law Enforcement

Primary

X Secondary/Administrative

Sec/Supvy

24. Remarks

Approval Date June 8, 2010

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295

## **INTRODUCTION**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as the Superintendent of an Interagency Hotshot Crew (IHC).

An IHC is composed of a minimum of 18 agency personnel with a mission of wildland fire suppression. The primary responsibility of the incumbent is the leadership of an effective fire management and all-risk resource. The IHCs are a highly skilled component of the national wildland fire management program. This resource is available for national and international wildland fire suppression, prescribed fire, and other emergency all-risk assignments with cooperating agencies.

Secondary assignments include assisting the Fire Management Officer (FMO) in the planning, development and implementation of a complex fire management program including the implementation of prescribed fire projects (prescribed fire and wildland fire use), hazardous fuel mitigation plans, and other land management projects. Develops, coordinates, and presents training courses.

The qualification requirements specified in the Standards for Interagency Hotshot Crew Operations must be met prior to entrance into this position.

Extensive prior wildland firefighting experience on the fireline is a mandatory requirement.

Position is subject to drug testing.

## **MAJOR DUTIES**

### **Program Management (30%)**

Determines preparedness and suppression needs, facilitates procurement, and formulates and prepares project plans for the IHC. Formulates annual IHC budget and maintains a system of accounts to track program expenditures. This includes managing the budget from out-year planning to year-end closure. Approves material and supply orders submitted by subordinates. Procures capital equipment and provides property management oversight and is accountable for IHC property.

Responsible for the maintenance of crew fleet equipment (e.g., crew carriers, fire engines, pick-ups, and stakeside trucks). Coordinates repairs and schedules maintenance with approved maintenance facilities, securing temporary replacement of vehicles as needed.

Evaluates organizational training needs, develops, and implements both technical and agency specific training program for the IHC (e.g., Incident Command System (ICS), fire suppression principles, general fire suppression procedures, fireline construction, fire mop-up techniques, small and large fire suppression, communications, use of water, physical conditioning, operation

of power saws and portable pumps, safety procedures, first aid training.) Ensures and certifies annually that all training requirements are completed prior to initial assignment. Conducts analyses and identifies alternatives in developing fuels management projects; prepares work plans (e.g., facilities and equipment maintenance, burn plan segments, mechanical fuel reduction); collects data and completes fuels inventories; assesses fire risks and hazards; and performs preattack planning.

Participates in the interdisciplinary planning process (e.g., Environmental Assessment, Environmental Impact Statements).

Applies appropriate agency incident business and resource management practices and policies to meet objectives.

### **Operations (40%)**

Serves as Superintendent of an IHC which primarily responds to wildland fire emergencies. Crew may function as an intact crew or in multiple modules. The incumbent is responsible for making on-site evaluations of incident conditions, making tactical decisions, and determining appropriate responses. Recognizes, reacts to and communicates changes in weather and fire behavior; topography and fuel types; and adapts planned strategies and tactics to identify and relocate firelines, escape routes and safety zones. May lead the IHC in responding to wildland urban interface/intermix situations.

May be assigned to other fireline supervisory positions for which qualified, such as Incident Commander, Burn Boss, or other operations or prescribed fire positions. Identifies and analyzes suppression tactics and strategies employed on the fires, and revises and/or develops alternatives in view of such conditions as fuels, weather, and topography.

Executes prescribed burn plans for complex burn projects in a wide variety of fuel types and executes complex firing operations on wildfire incidents.

May supervise a crew in the performance of work such as buildings and grounds maintenance; cleaning and repairing recreation facilities, buildings, roads; and thinning or pruning timber stands, planting trees, and piling debris.

### **Supervision and Safety (30%)**

Provides technical and administrative supervision to the IHC. Plans and directs overall work to be accomplished by subordinate supervisor(s), sets and adjusts priorities, and prepares schedules for completion of work. Assigns work to subordinate supervisor(s) based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of the employees. Finds ways to improve production or increase the quality of work directed. Negotiates and coordinates work projects with other unit managers and supervisors.

Develops performance standards and evaluates work performance of subordinates. Advises, counsels, or instructs employees on both work and administrative matters.

Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved complaints to higher level supervisor or manager.

Effects minor disciplinary measures such as warnings and reprimands and recommends other action in more serious cases.

Selects subordinate supervisor(s) and other IHC employees. Effects appointments, promotions, and reassignments.

Identifies and provides for routine training needs and makes decisions on special, controversial, or costly training for subordinate employees.

Manages the environmental and workplace hazards of the wildland fire environment and provides leadership and direction to subordinates in the recognition and mitigation of these hazards following applicable laws, policies, and guidelines. Personal accountability and zero tolerance for unsafe acts are paramount.

Responsible for the on-the-job safety and health of all employees supervised. Ensures that a comprehensive job hazard analysis is conducted and a risk management process is implemented. Responsibilities include identifying and correcting safety and health hazards, instructing employees on safety requirements, reviewing and reporting loss incidents, implementing corrective measures for violations of the Occupational Safety and Health Act standards, directing the periodic inspection of all workplaces, managing work/rest ratio and length of assignment guidelines, developing and executing a comprehensive physical fitness training program, debriefing with incident management team personnel, and coordinating safe travel plans.

## **FACTORS**

### **Factor 1, Knowledge Required by the Position**

Demonstrated knowledge of interagency (federal, state, and local cooperators) wildland fire suppression tactics and procedures, fuel types and fire behavior, fire management objectives and policies, fire preparedness, and firefighting strategies and tactics pertinent to initial attack, large fire suppression actions, and wildland urban interface/intermix situations. Extensive prior wildland firefighting experience on the fireline is a mandatory requirement.

Practical knowledge of land use and resource management practices and policies. Knowledge of fuels management practices and policies sufficient to independently gather, analyze, and interpret data for the development of fuels treatment and burn plans; and to execute prescribed burn projects.

Knowledge of program management, budget, procurement, and property/fleet management policies, procedures, regulations, and guidelines.

Knowledge of supervisory policies, procedures and methods in order to manage a diverse workforce.

Knowledge of processes and sources of training, agency/interagency qualifications and certification standards and procedures.

Skill in coordinating, facilitating, and instructing wildland fire suppression and prescribed fire training.

Knowledge of fire safety practices and procedures to prevent injury, property damage, and loss of life.

Knowledge of incident business management regulations and procedures (e.g., reporting unsafe conditions, reporting on-the-job injuries, work/rest guidelines) and incident command system organization.

Oral and written communication skills sufficient to effectively interact with people at all levels, internal and external to the organization, including the public.

### **Factor 2, Supervisory Controls**

The supervisor states overall objectives and resources available. The incumbent is independently responsible for planning, organizing, and accomplishing the assigned programs of work. Completed work is reviewed for general adequacy and effectiveness in meeting expected results.

Technical review of the incumbent's work during incident assignments is documented by supervisory personnel from the incidents.

### **Factor 3, Guidelines**

Assignments are undertaken within the framework of Departmental and Bureau regulations, policies, guidelines, directives, and with an understanding of the agencies' missions. Guidance is provided in manuals and publications such as fire management plans, cooperative agreements, technical publications, and operations and mobilization guides.

The incumbent uses personal judgement in selecting and applying guidelines, adapting guidelines to situations not specifically addressed, and solving daily problems without assistance.

The incumbent must exercise initiative to stay abreast of new techniques, technology, and equipment development and utilize where applicable.

### **Factor 4, Complexity**

Program management duties require different and unrelated processes and methods such as coordinating the work of the crew with the fire and fuels management program; property, procurement and fleet management; training and instruction; the development of fuels management projects; the preparation of work plans, and the preparation of prescribed burn plan segments. These programs have well established administrative requirements, procedures, methods, and timeframes.

The incumbent is responsible for the leadership of an IHC that is subject to dispatch to any part of the United States or foreign countries following mobilization standards. Incident Management Teams typically use IHCs in the most critical portion of the fireline and expect these crews to operate in a variety of intense and constantly changing conditions.

The incumbent's primary responsibility on incidents and prescribed fire projects is to be aware of environmental influences and fire behavior and make judgements and adjust tactics as conditions change. Complex variables such as weather, fuels (type and condition), topography, fire behavior, management objectives and resource protection concerns, strategies and tactics, resource availability and capability, employee and public safety, etc., must be considered by the incumbent in making critical decisions under pressure during emergency situations.

The complexity of the work is reflected in the interagency coordination required, the number of people involved at all levels of the program, and the intricacies of managing a balanced program.

#### **Factor 5, Scope and Effect**

The incumbent manages and trains a highly skilled workforce with a primary mission of protecting life, private and public property, and natural and cultural resources threatened by wildland fire in an interagency environment. Assignments can be local, national, or international. The workforce is multi-functional and accomplishes a broad range of resource related projects.

The decisions and actions initiated by the incumbent in suppressing wildland fires have a direct relation to fire size, property and resource damage, costs, safety of subordinates and the public.

#### **Factor 6, Personal Contacts**

Primary contacts are with subordinates, co-workers, incident management team personnel, and personnel in non-fire functions. Contacts are also frequently made with personnel from other federal, state, geographic, and local fire management agencies. Other significant contacts include contractors, news media, local community leaders, emergency coordinators, and the general public.

Contacts are often made in uncontrolled situations such as in extreme fire behavior conditions where communications are difficult, and where the incumbent's role may be unclear to others. Many contacts occur under stressful and emotionally demanding situations such as with property owners in emergency situations.

#### **Factor 7, Purpose of Contacts**

The primary purpose of contacts is to plan and coordinate emergency work efforts, supervise subordinates, coordinate projects, ensure compliance with established safe firefighting practices, solve operational problems, resolve conflicts, conduct training, exchange information, and provide assistance.

**Factor 8, Physical Demands**

Arduous: Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

**Factor 9, Work Environment**

The work is primarily performed in forest and range environments in steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions, etc. Temperatures vary from above 100 degrees F to below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to adverse weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by light fixed-wing or rotor-wing aircraft.